

DAS-Budget Application Client Software Instructions

(rev. 05/19/2006)

Obtaining Required Accounts and Software Clients

Step 1. If you have determined your workstation is connected to the State backbone network, skip this step and continue to Step 2.

Virtual Private Network (VPN) Client Access:

In the event your workstation is not connected to the State backbone network, it will be necessary to obtain Virtual Private Network (VPN) client software through DAS-Information Technology Services (IT Services).

NOTE - There will be a small monthly charge from DAS-Information Technology Services for each VPN account.

Please contact the IT Services HelpDesk. Support staff will need to determine a number of things. First, if you have a VPN client already installed for some other (non-IT Services) application it may be necessary to remove the other VPN client. VPN clients do not work "well" with each other.

If you already have an IT Services VPN account, support staff will assign you to the appropriate security group. For instance, if you are accessing the NIS thin client application through the VPN, IT Services will need to insure that you are in the "NIS and Budget Application" VPN security group. If you are not accessing NIS through the VPN and you only require a VPN account for the Budget Application, IT Services will assign you to the "Budget Application" security group. If you currently have an IT Services VPN account for some other access, IT Services staff will assign you to an appropriate security group.

Once your VPN account is setup, IT Services staff will notify you of your VPN userID and password and send you a link to the IT Services website containing further instructions for downloading and installing the VPN client software.

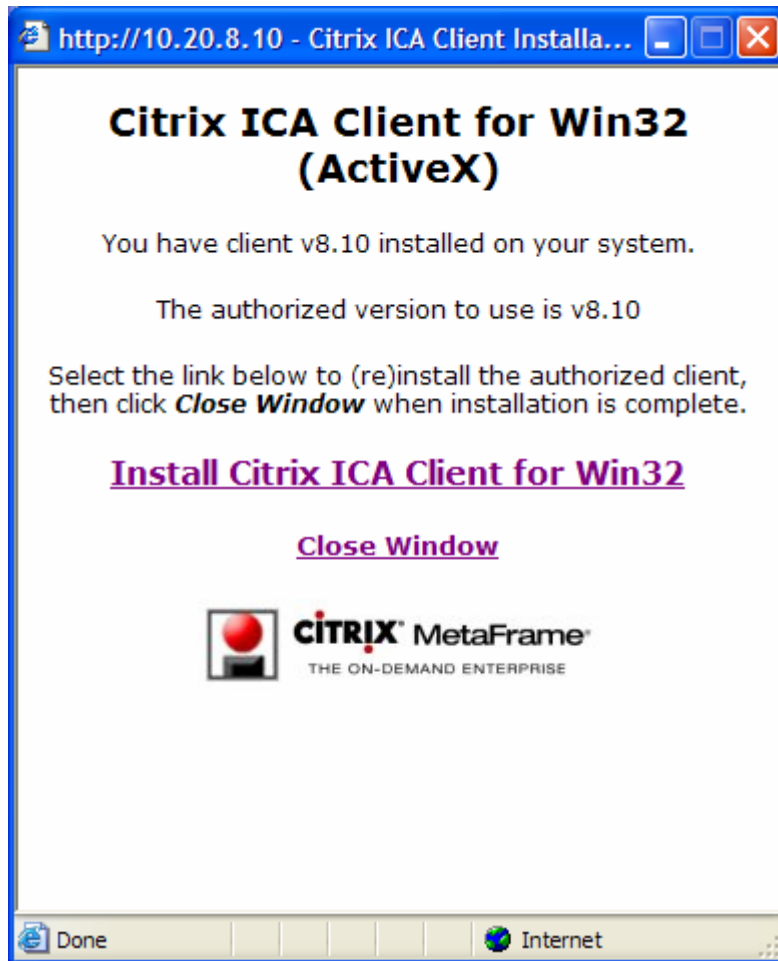
Continue to Step 2.

Step 2. If you have determined your workstation is connected to the State backbone network or your VPN account has been configured, proceed with installation of the Citrix client software.

NOTE: If you are accessing the NIS thin client application, you already have the required Citrix client installed. However, we encourage you to follow these instructions to ensure you have the most recent version of the Citrix ICA client software.

To install/verify the Citrix client:

1. If using VPN, login to the VPN client, then open your browser (Internet Explorer). If no VPN is necessary...
2. Open your browser.
3. In the Address window, type **http://10.20.8.10/** and press **Enter**. You will see the "DAS-DOC Citrix/TSE" Home Page.
4. In the middle of the page click on the "DAS-Budget Fiscal Application" link. You will go to the DAS-Budget page. You may wish to add this page to your favorites for future access.
5. In the middle of the page between the two "Notice!" icons click on the "Click here" in the message, "Download and install the ICA web client→Click here".
6. A dialogue box such as the one shown next will appear. Click "Install Citrix ICA Client for Win32" to download and install the Citrix ICA client.



7. Follow the prompts. Contact the DAS-IT Services Helpdesk at 471-4636 or 800-982-2468 if you require additional assistance.

Running the Budget Application via Citrix:

From a VPN connection:

1. Connect to the Internet as you normally would.
2. Log in to the VPN client software using the userID and password provided by DAS-IT Services.
3. Follow the web connection instructions below.

From a web connection:

1. Open a web browser (MS Internet Explorer recommended).
2. In the address bar type the following: <http://10.20.8.10/budget/budget.htm> and press **Enter**.
3. Click on the link for "**Budget Fiscal Application - Prod**".
4. A "Connecting to..." window will appear followed by a security notification window - click OK.
5. This will take you to the Budget Application login window.
6. Follow the Budget Preparation Instructions provided by the DAS-Budget Division for using the Budget application

When done (see **Printing Note**), exit the Budget application and close your web browser.

Printing Note: If you were printing, ensure your print jobs have completed before exiting the Budget application.

Contact the IT Services Helpdesk at 471-4636 or 800-982-2468 if you require additional assistance.